

REMARKS

This section alerts you to changes that occurred on the current pay period and announces upcoming events, i.e., Bond Drive, CFC Campaign, etc.

ITEMIZED EARNINGS & DEDUCTIONS

EARNINGS

Base Pay	Hourly Pay X Number of Hours on duty and/or on approved paid leave.
Premium Pay	Overtime pay for work in excess of 40 hours per week or 8 hours per day.
Gross Pay	Base Pay + any Premium Pay and/or Differentials (i.e., COLA, Night and Sunday Differentials, etc.).

DEDUCTIONS

Retirement	Amount withheld for your Retirement System coverage (1=Civil Service Retirement System (CSRS), C=Offset, F=Federal Employment Retirement System (FERS)).
Medicare	Hospital Insurance coverage under Medicare at age 65, (Law became effective for Federal employees on January 1, 1983).
OASDI	Old Age, Survivors, Disability Insurance. If you are covered under FERS or Offset, you must pay into OASDI. (Also known as deductions for Social Security or FICA).
Federal Tax	This indicates your filing status/number of withholdings. S=Single, M=Married, if you claim "exempt", no deductions will show. Until a new employee submits a W-4 form, Single with no exemptions will be deducted from their salary.
State Tax	This indicates your filing status/number of withholdings, S=Single/Head of Household, M=Married, if you claim "exempt", no deductions will show. It is the employee's responsibility to ensure that all appropriate state taxes are being deducted and/or stopped in a timely manner (i.e., when an employee moves to Texas from a state with state income tax, the previous states' income tax will NOT be stopped until the personnel office receives a written request from the employee to stop the state tax).
City/Local Tax	This indicates your filing status/number of withholdings. S=Single/Head of Household, M=Married, if you claim "exempt", no deductions will show. Until an employee submits a request in writing to the personnel office, city/local taxes will NOT be STARTED nor STOPPED.
Health Benefits	This code indicates your Health Insurance plan carrier/coverage. Refer to the FEHB plan coverage pamphlet for more information on codes and coverage.

Life Insurance	Refer to Block 27 on your most recent SF-50, Notification of Personnel Action, for an explanation of your coverage.
Savings Bond	The balance in parenthesis () is the pending balance towards the purchase on your next bond. Your actual current pay period deduction is shown in the “Current” column.
Allotments	A set amount of money you designate to a financial institution (i.e., \$50). You may have up to three allotments. A four allotment is only available for Thift Savings Plan Loan repayments.
Union Dues	This code indicates the Union Local Amount number to which you dues are paid.
Charity	This is the bi-weekly amount you designated (26 pay periods X this amount is your total contribution). The “YTD” field includes two-three deductions of the previous taxable pay year, and the remaining 23-24 pay periods of the current taxable pay year.
TSP Account	The amount you contribute to your Thift Savings Plan account.
Net Check to Bank	The check that goes to your designated financial institution by Electronic Funds Transfer.
Net Check to Employee	The check goes to address shown on pay slip to employee.

SALARY

Current	Earnings and deductions for current pay period.
Adjusted	Adjustments are for prior pay periods, with money added or withheld during the current pay period.
YTD	(Year-to-Date) This shows your earnings from the first check you received in the current year through the present paycheck.
Cumulative Retirement	The balance of DHHS retirement contributions for your present appointment. Prior contributions and/or contributions with other agencies are not included.
YTD TSP by Fund	This shows the YTD status of your TSP fund (s). Cumulative statements are provided by the TSP Board in May and November.
Taxable Income	Gross salary minus nontaxable payments (i.e., TSP deductions), shows for current pay period and YTD.

LEAVE

TYPE OF LEAVE

Annual	Shows Used This PP, Prior Year Balance, Earned YTD, Advanced (for negative balances), Used YTD, and Current Balance.
Sick	Shows Used This PP, Prior Year Balance, Earned YTD, Advanced (negative balances), Used YTD, and Current Balance.
LWOP	(Leave Without Pay) Approved unpaid leave. Shows Used This PP and Used YTD Balance. If you are a fulltime employee, every time your Used YTD LWOP hits an increment of 80 hours, you will Lose ANNUAL AND SICK ACCRUALS FOR THE CURRENT PAY PERIOD. If you are a part-time employee, you will only earn leave based on hours paid. You will not earn hours for non-pay hours, and thus will not “LOSE” hours on increments of 80 hours LWOP.
AWOL	(Absent Without Leave) Unauthorized and unpaid absence. Shows Used This PP and Used YTD Balance. If you are a fulltime employee, every time your Used YTD AWOL hits an increment of 80 hours, you WILL LOSE ANNUAL AND SICK ACCRUALS FOR THE CURRENT PAY PERIOD. If you are a part-time employee, you will only earn leave based on hours paid. You will not earn hours for non-pay hours, and thus will not “LOSE” hours on increments or 80 hours AWOP.
COP	(Continuation of Pay) Paid Leave for Work-Related Injury. Shows Used This PP and Used YTD.
Comp	(Compensatory Time) Time off work in lieu of Premium Pay (Overtime). Shows Used, Earned YTD and Current Balance. If this leave is not used within 8 pay periods of earnings it, the system will convert the balance remaining to overtime pay.
Admin	(Administrative) Approved time away from work, i.e., court leave, leave for voting, blood donations, and other excused absences. Shows Used This PP and Used YTD.
Military	Show Used This PP and Used YTD. This is only leave field that is on a FISCAL YEAR rather than a calendar year. Military leave usage accumulates from October 1 through September 30.

OTHER LEAVE INFORMATION

SCD	(Service Computation Date) This represents the total amount of your federal service, plus any applicable military service.						
LV CAT	<p>(Leave Category) Your Annual Leave category is based on your SCD:</p> <table> <tr> <td>0 – 3 years</td><td>Fulltime employees earn 4 hours per pay period Part-time employees earn 1 hour for every 20 hours paid</td></tr> <tr> <td>3 – 15 years</td><td>Fulltime employees earn 6 hours per pay period except for last pay period of the calendar, they earn 10 hours Part-time employees earn 1 hour for every 13 hours paid—they can earn 7 hours once each quarter if they worked enough hours to accrue this much to offset the 10 hours for full times employees</td></tr> <tr> <td>15+ years</td><td>Fulltime employees earn 8 hours per pay period Part-time employees earn 1 hour for every 10 hours paid</td></tr> </table>	0 – 3 years	Fulltime employees earn 4 hours per pay period Part-time employees earn 1 hour for every 20 hours paid	3 – 15 years	Fulltime employees earn 6 hours per pay period except for last pay period of the calendar, they earn 10 hours Part-time employees earn 1 hour for every 13 hours paid—they can earn 7 hours once each quarter if they worked enough hours to accrue this much to offset the 10 hours for full times employees	15+ years	Fulltime employees earn 8 hours per pay period Part-time employees earn 1 hour for every 10 hours paid
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	Your Sick Leave Category is ALWAYS 4 for fulltime employees and 1 hour for every 20 hours of pay for part-time employees.						
Use or Lose	The amount of Annual Leave that must be used before the end of the leave year to avoid forfeiture.						
MAX C/O	(Maximum Carryover) The maximum carryover of Annual Leave that can be carried over from year to year. There is no maximum carryover of Sick Leave hours.						
Part-time C/O	The hours carried over to compute part-time leave accruals.						
CSRS Frozen Sick Leave	The “frozen” Sick Leave hours for employees who converted from CSRS to FERS.						

BOTTOM OF FORM

SSN	Your Social Security Number.
Grade/Step	Your current grade and step for which you were paid during the current pay period.
Pay Plan	Show your pay plan, i.e., ES=Executive Schedule, GM=Merit Pay, GS=General Schedule, GW=Stay-in-school, WG=Wage Grade, WS=Wage Schedule.

Base Salary	Your annual rate of pay (except for WG employees).
Hr. Rate	Your hourly rate for pay (Base salary divided by 2087).
PPE	Pay Period Ending Date.
CAN	(Common Accounting Number) Fiscal account number assigned to your office/component from which you are being paid.
Terminal ID	Identifies your Servicing Personnel Office.
Timekeeper	Number assigned to you office/component.
Perm/Temp Code	(Permanent/Temporary Code) This indicated your type of appointment as follows: 1= Permanent Fulltime 2= Temporary Fulltime 3= Part-time (Permanent or Temporary/Intermittent)

GENERAL INFORMATION

1. Your annual salary WILL NOT EQUAL YEAR-TO-DATE EARNINGS. You are paid 24 pay periods at the current rate of pay and two pay periods at the previous rate (pre-pay increase/locality pay) at the beginning of the year.

Also, you are paid at an hourly rate which is your base salary divided by 2087 time how many hours you worked for the pay period.
2. You are responsible for checking the accuracy of your pay slip. If you have a question or a problem with earnings or leave, as reflected on your pay slip, notify your timekeeper immediately.
3. If you transfer or move to another state, remember it is your responsibility to update your State Tax forms and/or City Tax forms.
4. Remember to keep your address current to ensure timely receipt of your W-2 form.
5. The "Salary" portion of the OS-340 is divided into three columns:
Current=current pay period earnings and deductions
Adjusted=current pay period adjustments to earning and/or
Adjustments due to retroactive actions (i.e., late promotion, late within grade increase, overpayment). This is the only overpayment deductions.
YTD=total current taxable year earnings and deductions.